

28 MAR 1957

MEMORANDUM FOR: Comptroller

SUBJECT : Special Refresher Course on Cable and Dispatch  
Procedures for Comptroller PersonnelREFERENCE : Memorandum to DTR from Comptroller, dated  
14 March 1957; Same Subject

1. The Office of Training will present the special training requested in your referenced memorandum.

2. Since approximately forty employees are to receive training, we recommend that they be handled in two groups of twenty each approximately a month apart, with the first group to meet 3, 4, and 5 April. Specific arrangements for time, place and course content should be worked out directly between representatives of your Office and the faculty of the Intelligence School, OTR.

SIGNED

MATTHEW BAIRD  
Director of Training

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OTR/ [ ] 27 March 1957

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NO CHANGE in Class. ☐☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA FORM 10/1/76

Date: 6/3/78 For: [ ]

57/TR-1-1160A

MEMORANDUM FOR: Director of Training

SUBJECT : Special Refresher Course on Cable and Dispatch  
Procedures for Comptroller Personnel

1. The Office of the Comptroller wishes to request that the special refresher course described above be authorized.

2. Secretarial and stenographic personnel from this Office would be assigned to the course to improve their proficiency in this technical phase of their work.

3. [ ] has informed us that it would be possible to give the course on the third, fourth, and fifth of April from 9 a.m. to 12:30 p.m. [ ] and [ ] would be the instructors.

4. We wish to express our appreciation of the speed with which [ ] were able to complete these tentative arrangements.

5. It is our hope that this course could be repeated this fall for those who cannot be spared at this time.

[ ]  
E. R. SAUNDERS  
Comptroller

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51/7R-1-1160